



## **AGENDA**

### **CLALLAM COUNTY HERITAGE ADVISORY BOARD**

**223 East 4<sup>th</sup> Street, Room 160  
Port Angeles, Washington  
November 7, 2022 – 4:30 p.m.**

Heritage Advisory Board meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

This meeting can be viewed on a live stream at this link: <https://www.clallam.net/features/meetings.html>

Public comment and questions can be directed to the Deputy Clerk of the Board at 360-417-2233 or [rachel.weed@clallamcountywa.gov](mailto:rachel.weed@clallamcountywa.gov)

#### **CALL TO ORDER/ROLL CALL**

#### **REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA**

#### **PUBLIC COMMENT – Please limit comments to three minutes**

#### **APPROVAL OF MINUTES: October 3, 2022**

#### **BUSINESS ITEMS**

- Review a draft timetable for the 2023 grants
- Review proposed changes to Heritage Grant Application form

#### **ITEMS FOR THE GOOD OF THE ORDER**

#### **PUBLIC COMMENT – Please limit comments to three minutes**

#### **NEXT MEETING DATE - Monday, December 5, 2022**

#### **ADJOURNMENT**

**Heritage Advisory Board**  
**Draft Minutes October 3, 2022**



## CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of October 3, 2022

### MEETING OF THE HERITAGE ADVISORY BOARD (HAB)

Vice Chair Larry Lang called the meeting to order at 4:31 p.m., Monday, October 3, 2022. Also present were Paula Hunt, Roberta Griset, David Brownell, Mike Doherty, Judith Stipe, Margaret Owens and Nancy Messmer. Paul Gleeson was excused. HAB Members appeared in person and by video.

### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

**ACTION TAKEN:** Griset moved to approve as presented, Stipe seconded, motion carried unanimously

### PUBLIC COMMENT

- Ed Bowen, Clallam Bay, commented on Enchanted Valley Chalet

### APPROVAL OF MINUTES

- August 1, 2022

**ACTION TAKEN:** Brownell moved to approve the minutes as presented, Griset seconded, motion carried unanimously

### BUSINESS ITEMS

- Sequim Museum Project Report
  - Without discussion, Judy suggested that the report of the Sequim Museum be considered at the next meeting with the remaining project reports.
- 2023 Grant Application and Checklist Review and discussion
  - This topic involved much discussion. Some of the main points included:
    - The board only received the proposed changes submitted by Roberta earlier in the morning prior to the meeting. More time would have been helpful for review prior to the meeting. (See attached)
    - The subject of training as something that is eligible for a grant was debated. This needs to be considered at a later date
    - The requirement to break a project into phases was considered but not resolved as to whether the requirement should be removed
    - The term "HB1386 Funds" is used several times in the present checklist and application. This term should be explained at an early point in the application
    - There was little comment about much of what was presented in Roberta's notes, suggesting that they were largely acceptable. However, it is difficult to envision how the proposed changes will be made to the existing application package.
    - Roberta will work on modifying the existing checklist and application to include the suggested changes and submit this in draft form, similar to the package presently used, for review by the board at least one week before the next board meeting.

### ITEMS FOR THE GOOD OF THE ORDER

- Round robin of board members covering current activities at their organization.

**NEXT MEETING DATES:** Monday, November 7, 2022 at 4:30 p.m.

### ADJOURNMENT

Meeting concluded at 5:48 p.m.

**ACTION TAKEN:** Messmer moved to adjourn, seconded by unanimous consent, motion carried

## **Suggestions for the Clallam County Heritage Grant Program Application:**

### **Suggestions for the Check List:**

Grant Applications are due \_\_\_\_\_ at \_\_\_\_ o'clock.

Late Applications will not be accepted.

Incomplete Applications will not be considered.

Copy format: single sided, 12 point font, 8.5 x 11" paper size.

In a sealed envelope, the following should be included:

- One signed original and two copies should be submitted.

- Bids, cost estimates or condition assessments, documentation, support documents, etc.

- W-9 form if you have not received grant funding from Clallam County.

- Non-profits must submit the most current IRS Form 990 Return of Organization Exempt from Income tax.

- Non-profits must submit copy of current registration with the Secretary of State or Form 501©(3)

- Income statement and budget from the previous year. **This is required for the Walking Foundation Grants and would help us to decide who is well financed already – and who isn't.**

For building projects:

- Historic buildings:

  - Confirmation that the building is on a Historic Register.

  - Digital photographs illustrating the need for the funding (a "Before" picture.)

    - Requiring exterior photo of the building sounds silly if one is remodeling a bathroom or requesting funding for a new elevator. If exterior work is to be done i.e. a new flag pole or windows, then the digital "before" picture should be adequate.**

Much of the material on the check list should be covered in the actual application if it is complete. Reiterating the "Project Phases..." and the "Project Phase Budget..." items are definitely covered in the application and are redundant.

As we looked at the Grant requests, it seemed that information that we wanted, or needed clarification of, included more specific information on materials, and what other money and grants were received towards the projects and how well funded an entity was to begin with.

### **Further suggestions for the Grant itself:**

1. Summary

- C. Project type: 1. \_\_\_\_Public Education(?) 4.\_\_\_\_Training I thought "training" was to be considered as a part of a larger project, not a "project" in itself???

2. Project Details

- The first question on the list should be the one listed as "3-B Clearly describe the project and its goals..."

- All other questions relate to this. This is the primary question, and should be 3-A

- Then, 3-B Explain the historical significance...

- 3-C -- Community benefit...

- 3-D – Why a priority

- 3-E – How will you document...

3-F I would get rid of the "Phases". Relating a good 'Step-wise' timeline with all of the relevant information should suffice for large and smaller project.

3-F Describe each of the individual steps needed to be taken to complete your project.

Include:

- a Schedule and timeline for each step.
- a proposed Date of Completion.
- previous planning and Preparations
- the cost and type of materials/equipment needed for each step of your project.

3-G List :

matching source funding, partnerships with other organizations, in-kind contributions of labor, materials and equipment. other sources (grants, volunteers, gifts, budgeted moneys) that has been made available for the project

#### 4. Budget Request: Expenditures and Income

I would like to see us add a section clearly designated for Materials, Labor, and Equipment:  
e.g. Item. Cost per item, number of items, total cost, etc.?

I thought this was unclear in some of the requests.

I hope that I haven't totally confused all with these suggestions. Removing the "phases" may not work as well. Something to think about. Some of the items on the check list are redundant, since they are covered in the application itself.

Thanks – Roberta Griset

PS I thought this bit from the Thurston County Guidelines was something we might want to include:  
"Professional Standards Guidelines for Applicants:

*If the core of the grant project is Historic preservation, it shall be carried out in compliance with the U.S. Secretary of the Interior Standards for such projects and other applicable codes and regulations at the federal state and local levels. Please see the links below...*

They follow with links to the American Association of Museums Best Practices, American Association of Museums Code of Ethics, Secretary of the Interior Standards for Rehabilitating, Restoring and Reconstructing Historic Buildings, Oral History Standards, Americans with Disabilities Act Guidelines, and digital Project Standards Resources.

A Description of the Legislation for the program is also given:

RCW 36.22.170: The Revised Code of Washington can be viewed online at <http://apps.leg.wa.gov/rcw/>.

**Heritage Advisory Board**  
**Draft Timeline**  
**For 2023 HAB grants**



**CLALLAM COUNTY  
HERITAGE ADVISORY BOARD  
223 EAST 4<sup>TH</sup> STREET, STE. 4, ROOM 150  
PORT ANGELES, WASHINGTON**

**Clallam County Heritage Advisory Board  
Timeline 2023**

1. January 11 Wednesday - Week 1 - Press release, Application released (2 weeks)
2. February 22 Wednesday - Week 6 - Applications due 12:00 noon (6 weeks)
3. Eligibility review completed (2 weeks)
4. March 3 Friday - Week 12 - Posting of eligible applications to Board members for review and Prioritizing Completed (4weeks). Ranking of grant applications occurs here
5. March 22 Wednesday - Week 14 - Return priority sheets to Deputy Clerk/Board Chair for consolidation (2 weeks)
6. April 3 Monday at 4:00 p.m. – Week 16 - Board meeting for review and recommendations which project to fund and at what level
  - a. This must be done in open session— HAB concurred that projects should be ranked. HAB members will recuse themselves, if necessary, as outlined in Guidelines
7. April 5 Wednesday - CCHAB Board forwards recommendations to BOCC
8. April 10 Monday - BOCC work session review
9. April 18 Tuesday - BOCC regular agenda approval
10. Applicants notified
11. Contracting with awardees

**Heritage Advisory Board**  
**Draft grant application –**  
**current form with proposed**  
**changes**



**CLALLAM COUNTY HERITAGE GRANT PROGRAM:  
2022 APPLICATION FORM  
Check List**

**All Projects**

- ☐ **Grant application will be received at 223 East 4<sup>th</sup> Street, Room 150, Port Angeles, Washington until 12 p.m. (noon), Wednesday, February 23, 2022.** Late or incomplete applications will not be accepted.
- ☐ **Answer all questions: Do not use smaller than 11-point font.**
- ☐ Submit **1 signed original and 1 copy (single sided, not stapled)** of the application and following documentation.
- ☐ Nonprofit organizations must submit current registration with the Secretary of State or Form 501(c)(3).
- ☐ Non-Profits must submit the most current IRS Form 990 Return of Organization Exempt from Income Tax
- ☐ A W-9 if you have not received grant funding from Clallam County.
- ☐ **Project Phases:** Based on your project priorities, break your project into project phases. **For projects \$5,000 and under, a single phase is sufficient.** Describe the steps and techniques. Provide project work schedule and timelines, including estimated beginning and completion dates for each Phase of project. Note what project planning and preparation has been done.
- ☐ **Project Phase Budget:** Total expenditures must equal total income, including in-kind contributions (cash value of donated materials and services), other cash income (for proposed project only), and requested HB1386 funds.
  - Break down expenditures by category to include rate of pay, cost of materials, etc.
  - Indicate specific use of requested HB1386 funds.
  - In-Kind: Breakout labor (\$25/hour), material, and equipment
  - See Guidelines for information about eligible expenses.
- ☐ **Attach Any bids, cost estimates or condition assessments, etc. used to develop your proposal.**
- ☐ **Required for Building Projects:**
  - ☐ **If grant money is sought for work on a historic building, a letter/certificate from a historic preservation office verifying that the building is on a historic register. (National Register of Historic Places, Washington Heritage Register, Washington Barn Register, Clallam Co Territorial building list.)**
  - ☐ **Digital photographs illustrating the project. Applicants must submit at least one clear photo for each exterior wall of the building, and additional photos as needed to clearly identify project scope.**
  - ☐ **Architectural drawings and/or construction plans.**
  - ☐ **Current cost estimates/bids from professionals for hired work, and for estimates for materials for owner-completed work.**

- ☐ A prevailing wage statement of intent from the Washington State Department of Labor & industries.
- ☐ **Optional**
- ☐ Optional: **If support materials are needed** (resumes, brochures, news articles, references, work samples, etc.) submit support materials with original application. Support materials shall be no more than 10 pages in length.
- ☐ Optional: Letter of support. Two (maximum) from endorsing organizations, governments, or relevant professionals with knowledge of the project and/or applicant's abilities.
- ☐ Optional: List and source of matching funds; in kind contributions of labor, material and equipment; and partnerships with other organization(s).

**HERITAGE GRANT PROGRAM:****1. SUMMARY**

- A. Project Title:
- B. Project Description: (Maximum four lines )
- C. Project Type (1) \_\_\_\_Public Programming, (2) \_\_\_\_Capital improvements and Equipment, (3) \_\_\_\_Collections Management, (4) \_\_\_\_Training.
- D. Total Project Budget: \$ \_\_\_\_
- E. Amount of Grant Requested: \$ \_\_\_\_
- F. Matching Amount: \$ \_\_\_\_ (cash match/in-kind match)
- G. Matching Sources: (please list in Question 3-F, Project Details)

**2. PROJECT APPLICANT**

Organization:

Authorized Official:

Title:

Project Lead:

Title:

Primary Contact:

Title:

Address:

City:

Zip:

Phone: ( )

Fax: ( )

E-mail:

Website:

Federal Tax ID#:

If the applicant is a nonprofit organization, is the organization currently registered with the Washington Secretary of State? ☐ Yes ☐ No If yes, please provide a copy of current registration or Form 501(c)(3).

**2021 APPLICATION FORM****3. PROJECT DETAILS (space between questions will expand to accommodate answers)****3-A . Explain the historical significance or heritage content of your proposed project:****3-B. Clearly describe the project and its goals (A brief, clear, concise description****3-C Why is your proposed project a priority at this time?****3- D What is the intended public benefit of this project on the community?****3-E How will you document your project? (Photos, reports, public presentations, presentation to the Clallam County Commissioners, receipts etc).**

**3-F Based on your project priorities break your project into project phases. Describe the steps and techniques. Provide project work schedule and timelines, including estimated beginning and completion dates for each phase of project. Include also nature and size of match for each phase. Note what project planning and preparation has been done.**

**For projects \$5,000 and under, a single phase is sufficient.**

**Project Phase 1:  
Estimated cost:**

**Project Phase 2:  
Estimated cost:**

**Project Phase 3:  
Estimated cost:**

**Project Phase 4:  
Estimated cost:**

**Project Phase 5:  
Estimated cost:**

#### 4. BUDGET REQUEST: EXPENDITURES AND INCOME

Total expenditures must equal total income, including in-kind contributions (cash value of donated materials and services), other cash income (for proposed project only), and requested HB1386 funds.

- Break down expenditures by category to include rate of pay, cost of materials, etc.
- Indicate specific use of requested HB1386 funds.
- In-Kind: Breakout labor (\$25/hour), material, and equipment
- See Guidelines for information about eligible expenses.

	Requested HB1386 Funds	Cash Match Income	In-kind Contributions	Total Project Expenditures
Project Phase 1	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Project Phase 2	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Project Phase 3	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

The signatories declare that they are an authorized official of the organization and are authorized to submit this application and will assure that any funds received as a result of this application are used only for the purposes set forth herein.

Signature of Project Lead / Title

Date

Signature of Authorized Official / Title

Date

#### **MAIL / DELIVER APPLICATION PACKET TO:**

Clallam County Heritage Grant Program  
Commissioners Office  
223 East 4<sup>th</sup> St, Suite 4  
Port Angeles, WA 98362  
360-417-2233

#### **HERITAGE GRANT INFORMATION**

agores@co.clallam.wa.us

**WEBSITE:** <http://www.clallam.net/bocc/HAB.html>

**Heritage Advisory Board**  
**Draft grant application –**  
**proposed form with changes**

**Changed text – Green   Added Text – Orange**  
**Clallam County Heritage Grant Program**

## **2023 Application Form Check List and General Information**

Grant Applications are due **Monday** , February **27** before **4:30** pm

Deliver to Room 150, Clallam County Court House, 223 East 4<sup>th</sup> Street, Port Angeles, WA.

Late applications will not be accepted or considered.

Incomplete applications will not be accepted or considered.

Copy format: Single sided, **12 point** font, 8.5 x 11" paper size

In a Sealed envelope, the following should be included:

One signed original completed application and **two** copies

Bids, cost estimates or condition assessments, documentation, support documents, etc.

W-9 form if you have not previously received grant funding funds from Clallam County

Non-profits must submit the most current IRS Form 990 Return or Organization Exempt from Income tax.

**Income statement and budget from the previous year (2022).**

If applicant is a non-profit organization, copy of current registration with the Secretary of State or Form 501(c)(3)

For building projects re. to Historic buildings:

**Confirmation that the building is on a Historic Register**

**Digital photographs illustrating the need for the funding – a "Before" picture.**

Professional Standards Guidelines for Applicants: If the core of the grant project is historic preservation, it shall be carried out in compliance with the U.S. Secretary of the Interior Standards for such projects and other applicable codes and regulations at the federal, state and local levels. Please see links below:

American Association of Museums Best Practices: <https://www.aam-us.org/programs/ethics-standards-and-professional-practices/core> standardsfor-museums

American Association of Museums Code of Ethics: <https://www.aam-us.org/programs/ethics-standards-and-professional-practices/ethics>

Secretary of the Interior Standards for Rehabilitating, Restoring, and Reconstructing Historic Buildings: <https://www.nps.gov/subjects/historicpreservation/standards.htm> 2023

Thurston County Heritage Grant Program Guidelines 5 Oral History Standards: <http://www.oralhistory.org/?s=Standards>

Americans with Disabilities Act Guidelines: <http://www.ada.gov/>:

Digital Project Standards Resources: <http://content.lib.washington.edu/cmpweb/project/proj-resources.html>

# Clallam County Heritage Grant Program

## 2023 Application Form

### 1. Summary

A. Project Title:

B. Project Description: (Four lines maximum – brief overview)

C. Amount of Grant Requested:

### 2. Project Applicant

Organization: \_\_\_\_\_

Authorized Official: \_\_\_\_\_ Title \_\_\_\_\_

Project Leader: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address: \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

Non-profit status: Yes \_\_\_\_\_ No \_\_\_\_\_

### 3. Project Details: Use a separate sheet of paper to answer these questions.

A. Clearly describe the project and its goals

B. Explain the historical significance or heritage content of your proposed project

C. Why is your proposed project a priority at this time?

D. What is the intended public benefit of this project on the community?

E. How will you document your project?

F. Describe the sequence of steps needed to complete your project. Include previous



planning and preparations completed.

G. List other sources made available for the project (i.e. other grants, budgeted funds, gifts, materials, equipment, in-kind volunteer labor),

H. List any partnerships with other organizations.

#### 4. Budget Request: Expenditures and Income

The total expenditures must equal total income including in-kind contributions and other cash income

For each step of the project describe the, include cost per each item, number of each, total amount.

- a. Total expenditure – Break down expenditure by category to include rate of pay, cost of materials, etc.
- b. Requested HB1386 Funds
- c. Cash Match Income for proposed project only eg. budgeted sources, fund raising, etc.
- d. In-kind contributions includes cash value of donated materials, equipment and services. e.g.Labor @ \$25/hr , equipment, etc.

Step Description	Requested Grant Funds	Cash Match Income	In-kind Contributions	Total Project Expenditures

Use additional paper if needed.

Signature of Project Lead

Date

Signature of Authorized Official/ Title

Date

The signatories declare that they are authorized officials of the organization and are authorized to submit this application and will assure that any funds received as a result of this application are used only for the purposed set forth herein.